



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Police

LOCATION: Lebanon, OR
DATE: January 2018

JOB TITLE: Lieutenant

JOB STATUS: Exempt
FLSA Exempt: Yes

PURPOSE OF POSITION: Manage, supervise, and monitor the day-to-day operations of a functional division within the police department and assigned personnel. Provide leadership to subordinate supervisors and personnel. Provide professional and technical assistance to department and City staff in assigned areas and perform related work as necessary.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Manage assigned staff through subordinate supervisors. Ensure compliance with departmental rules and regulations.
4. Effectively recommend hiring, disciplinary and termination actions within their division of responsibility.
5. Draft for review department policy, procedures, guidelines and programs to improve the effectiveness and efficiency of police department operations.
6. Identify special community law enforcement needs/concerns; make recommendations and work with related groups/agencies to address.
7. Cooperate with other local, county, state and federal police organizations to coordinate activities and achieve service goals.
8. Represent department on multi-jurisdictional committees and efforts. Provide recommendations regarding purchases during preparation of department budget request.
9. Investigate complaints and allegations of department employee misconduct. Provide findings to Chief of Police or others for appropriate action.
10. Perform various police duties necessary to enforce city, State and Federal laws. Provide cover and assistance to other officers involved in hazardous police operations. Perform police investigative and patrol functions as required. Supervise and participate in execution of search warrants.
11. Participate in public relations programs which may include speaking to citizen and school groups.

12. Meet with citizens as necessary to respond to inquiries, complaints and requests, and to resolve problems/complaints.
13. Follow all safety rules and procedures established by the City Safety Manual.
14. Maintain records; compile statistical information to assist in staffing, case flow, workload and crime analysis.
15. May perform any or all duties and responsibilities of a sergeant or officer on an assigned shift.
16. Maintain proficiency by attending training conferences and meetings, reading materials and networking with other professionals in law enforcement.
17. Maintain work area in a clean and orderly manner.

MANDATORY REQUIREMENTS:**Education & Experience:**

1. Equivalent to four year university education and four years experience including at least one year at the first line supervisory level, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
2. Previous experience in a sworn administrative capacity in a law enforcement environment.

Licenses & Certificates:

1. Possess and maintain DPSST Police Supervisory certificate and ability to obtain DPSST Police Management certificate within two years.
2. Required to possess and maintain valid Oregon motor vehicle operator's license with acceptable driving record within thirty days of appointment.
3. Required to possess or obtain and maintain Criminal Justice Information Services (CJIS) security clearance.

DESIRABLE QUALIFICATIONS: None

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Criminal justice/law enforcement field including applicable Federal, State and local laws and ordinances; police methods, procedures and practices including investigation, crime prevention, traffic control and safety; police administration, organization and operations; and safe operations of law enforcement equipment including firearms.
2. City government and Police policies and procedures.
3. Personnel policies.
4. Budget policies and procedures.
5. Principles and practices of management and supervision.
6. Principles of budget preparation and fiscal accounting.
7. Principles of Police administration.
8. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and managing the operations of the Police Department to achieve established goals and maximize efficiency.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft Office and applicable specialized law enforcement software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective, and efficient manner.
6. Apply sound judgment and effective problem-solving skills to a variety of issues and demonstrate a team building approach to leadership.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls.
2. The position requires mobility and the ability to operate a motor vehicle. Position is typically required to move materials weighing up to 10 pounds on a recurring basis.
3. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

1. Work locations are primarily indoors.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions and is occasionally exposed to hazardous situation that may result in injury, death or use of deadly force on others.
3. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting and yelling.
5. Must be available for on-call emergency response.

SUPERVISORY RESPONSIBILITIES: Provides regular supervision to regular and reserve officers and office personnel, typically over 10 and seldom exceeding 25 FTE on an annualized basis.

SUPERVISION RECEIVED: Works under the direction of the Chief of the Police.



Approved by City Manager

January 2018